

Instructions: Submitting the Survey

Confidentiality

The Indiana Historical Society will keep all responses confidential. Only the aggregate data will be reported; your individual responses will never be published or identified by the Indiana Historical Society, the Hoosier Heritage Alliance, the Institute of Museum and Library Services, or any organization cooperating in this project.

Scope of the Questionnaire

- Complete the questionnaire for the collecting institution identified in question A1.
- If you are one entity within a parent institution, fill out the survey only for your own holdings, not those of other collecting entities in your parent institution. They may receive their own surveys. For example, a library and a museum belonging to the same university may each receive separate surveys.
- If you are not under a parent institution, include information on all collections at your institution. For example, a museum that has its own library and archives should fill out one survey, including information on all of its museum, library and archival holdings.
- Complete the questionnaire for collections that are a permanent part of your holdings or for those you have agreed to preserve. If a library, include only special collections.
- Do not include living collections in your responses to this questionnaire, even if they are a part of your institution's preservation responsibilities.

How to Complete the Questionnaire

- For questions that ask for a number or dollar amount, please provide your best estimate. Remember, these figures will constitute a state profile, so even a rough estimate is useful.
- If your responses do not fit in the spaces provided, please write them on the attached blank sheet.
- PLEASE do not leave questions blank. If there are questions that you cannot answer, select "Don't know." If there are questions that are not applicable to your institution, select "Not Applicable."
- [Ⓢ] denotes appearance of that word in the online glossary, www.indianahistory.org/lhs/hha.html. A printed copy of the glossary is available on request.

Why Should You Participate?

- The information you provide can be used to position your organization for funding. By describing the state of your collections and their care, you can convince donors, foundations and others that maintaining your buildings and preserving your collections are important.
- The data you gather can help you anticipate and plan for collections needs instead of reacting to problems and scrambling to solve them.
- Future workshops, seminars and conferences will be targeted to your needs based on the information you provide.
- The results of the survey will allow you to see how you compare with other collecting organizations in Indiana.
- In appreciation of your time, your organization will receive a summary report of statewide findings in late 2009. You will also receive complimentary tickets and discounts from Hoosier Heritage Alliance partners!

More Information

Contact Collections Survey Assistant Toni Lynn Giffin at tgiffin@indianahistory.org or (317) 695-4884.

Regional Information Sessions

Date	Place	Time
September 23, 2008	Minnetrissa, Muncie	10:30 a.m. to noon
October 7, 2008	Davies County Historical Society, Washington	10:30 a.m. to noon
October 13, 2008	Jackson County Public Library, Seymour	10:30 a.m. to noon
October 21, 2008	Crawfordsville District Public Library, Crawfordsville	10:30 a.m. to noon
October 28, 2008	North Manchester Center for History, North Manchester	10:30 a.m. to noon
November 18, 2008	Buckley Homestead County Park, Lowell	10:30 a.m. to noon

A. Institutional Identifying Information

A1. Organization Name _____

A2. Address 1 _____

A3. Address 2 _____

A4. City, State, Zip _____

A5. For purposes of comparing you with your peers, which of the following most closely describes your **primary function** or service? (Check one only.)

- Archives ⁽ⁱ⁾ /library ⁽ⁱ⁾
- Genealogy group ⁽ⁱ⁾
- Historical society ⁽ⁱ⁾
- Museum ⁽ⁱ⁾
- Preservation group ⁽ⁱ⁾

A6. List any **additional** functions or services that are an essential component of your institution. (Check all that apply.)

- Archives/library
- Genealogy group
- Historical society
- Museum
- Preservation group

B. Environment

General Facility Environment

B1. Who is primarily responsible for your facility's maintenance?

- Trained maintenance staff
- Unpaid staff
- Paid staff
- Don't know

B2. How would you describe your maintenance routine?

- Nominal: Little is done until there is a major need.
- Preventative: Routine items are done on a calendar basis to ensure general upkeep (clean gutters, minor roof repairs, general housekeeping) to basically retard deterioration of the facility.
- Proactive: A list of maintenance needs is compiled annually, incorporated into the institution's budget and resolved.
- Don't know

B3. When is your main facility's environment controlled within recommended levels? (Check all that apply.)

	Always	Varies Seasonally	Varies Daily	Don't Know	Not Controlled
Heating (65°-73° F)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Conditioning(65°-73° F)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Humidity ⁽ⁱ⁾ (45-55% RH ⁽ⁱ⁾)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B4. How often is maintenance performed on your heating, air conditioning and/or humidity ⁽ⁱ⁾ control systems?

- Monthly
- Biannually
- Annually
- Irregularly/As needed
- Never
- Don't know

B5. How do you monitor the environment of your facility? (Check all that apply.)

- Hygrothermograph ⁽ⁱ⁾
- Data Logger ⁽ⁱ⁾ (e.g. Hobo™)
- Thermometer, Humidity ⁽ⁱ⁾ Monitor and Notebook
- Do not monitor
- Don't know

B6. Has your facility ever had issues with: (Check all that apply.)

- Mold
- Mildew
- Humidity
- Insects
- Animals (e.g. rodents, birds, bats)
- Water infiltration (leaks in walls, roof, etc.)
- Water problems (pipes, plumbing, etc.)
- Don't know
- None

B7. If you had any of the problems listed in the previous question (B6), how were they remedied? (Check all that apply.)

- External contractor
- Staff (paid or unpaid)
- Unresolved – need help to deal with the issue
- Did not have any problems
- Don't know

Lighting

B8. What type(s) of light controls does your facility utilize? (Check all that apply.)

- Ultraviolet ⁽ⁱ⁾ (UV) filters for fluorescent ⁽ⁱ⁾ lights
- Window Blinds
- Curtains
- Ultraviolet (UV) filters for windows
- Dimmer control (Rheostat ⁽ⁱ⁾)
- Other _____
- Don't know
- None

B9. What types of lighting are used in your exhibit area? (Check all that apply.)

- Fluorescent with ultraviolet (UV) filters
- Fluorescent without ultraviolet (UV) filters
- Energy Saver Bulbs ⁽ⁱ⁾ (compact fluorescent)
- Incandescent ⁽ⁱ⁾
- Halogen ⁽ⁱ⁾
- Other _____
- None
- Don't know

B10. What types of lighting are used in your display cases? (Check all that apply.)

- Fluorescent with ultraviolet (UV) filters
- Fluorescent without ultraviolet (UV) filters
- Energy Saver Bulbs (compact fluorescent)
- Incandescent
- Halogen
- Other _____
- None
- Don't know

Collections Storage

B11. Where is your collections ⁽ⁱ⁾ storage area located? (Check all that apply.)

- Basement
- Attic
- Closet space
- Room in main facility
- Dedicated storage area
- Off-site storage
- No storage

B12. When is your collections storage area environment controlled within recommended levels? (Check all that apply.)

	Always	Varies Seasonally	Varies Daily	Don't Know	Not Controlled
Heating (65°-73° F)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Conditioning(65°-73° F)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Humidity ⁽ⁱ⁾ (45-55% RH ⁽ⁱ⁾)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B13. How are items stored? (Check all that apply.)

If possible, estimate the percent of collection ⁽ⁱ⁾ that is stored in each type of container.

- Plastic bins _____ %
- Cardboard boxes _____ %
- Archival boxes ⁽ⁱ⁾ _____ %
- Drawers _____ %
- Open shelves _____ %
- Other _____ %
- Don't know

B14. Choose the statement that best describes your collections storage area.

- Clear of clutter with space available
- Adequate
- Full
- Crowded
- Don't know

B15. For the collections storage areas that are not adequate, indicate the degree of improvement needed in each of the following four categories. (Note: "Need" denotes improvement required to reduce risk of damage or deterioration to collections, "Urgent Need" denotes major improvement required to prevent damage or deterioration to collections. If all of your storage areas are adequate, select "No Need".)

	Sufficient	Need	Urgent Need	Don't Know	Not Applicable
a. Additional on-site storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. New or additional off-site storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Renovated current storage space (either on-site or off-site)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. New or improved storage furniture/accessories (e.g., shelves, cabinets, racks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B16. Please indicate your institution's level of need in the following areas related to conservation ⁽ⁱ⁾/preservation ⁽ⁱ⁾. (Note: "Need" denotes improvement required to reduce risk of damage or deterioration to collections. "Urgent Need" denotes major improvement required to prevent damage or deterioration to collections.)

	Sufficient	Need	Urgent Need	Don't Know	Not Applicable
a. Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Improvements to reduce collections' exposure to light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Pest management ⁽ⁱ⁾ (e.g. periodic inspections and treatment, Integrated Pest Management)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Preservation Activities

- C1. Does the mission of your institution include preservation of your collection ⁽ⁱ⁾?
- Yes
 - No
 - Don't know
- C2. Do you have funds specifically allocated for **conservation** ⁽ⁱ⁾ / **preservation** ⁽ⁱ⁾ activities in your annual budget? If so, please estimate the percentage of total annual operating budget allocated for **conservation/preservation activities**. (Check one.)
- Yes _____ %
 - No specific line item in budget, but other budgeted funds are available _____ %
 - No budgeted funds
 - Don't know
- C3. Please check all areas for which your organization has a written policy. (These components may be included in one or multiple documents depending on your organization.)
- What you collect
 - How you acquire the collection
 - How you process the collection (make it ready for use)
 - How you store the collection
 - How you display the collection
 - How you will preserve the collection
 - How you clean around the collection
 - How you cope with potential pests in the collection
 - How you provide access to the collection by patrons
 - How you provide reproductions and photocopies of the collection
 - How you will deal with a disaster that affects the collection
 - How you provide for the security of the collection
 - How you document the condition of the collection
 - How you loan ⁽ⁱ⁾ the collection to other organizations
 - No written policies
 - Don't know
- C4. Who is responsible for conservation/preservation at your facility? (check all that apply)
- External provider
 - Paid conservator ⁽ⁱ⁾
 - Collections staff
 - General staff
 - Unpaid staff
 - No one
 - Don't know

C5. What does your conservation ^①/preservation ^① program include? (Check all that apply.)

	Paid Staff	Unpaid Staff	External Provider	Not Done, But Planned	Not Done	Not Applicable
a. Preventive conservation (e.g., housekeeping, holdings, maintenance, rehousing, ^① environmental monitoring)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Preservation management (e.g., administration, planning, assessment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Conservation treatment (e.g., examination, ^① documentation, ^① proposal, ^① treatment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Preservation reformatting (e.g., preservation photocopying, microfilming, digitizing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Preservation of audio-visual media and playback equipment (e.g., preservation copies of media, maintaining equipment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Preservation of digital materials and electronic records collections (e.g., migrating data ^① to current software, media)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C6. Please indicate your institution's level of need in the following areas related to conservation ^①/preservation:

(Note: "Need" denotes improvement required to reduce risk of damage or deterioration to collections, ^①"Urgent Need" denotes major improvement required to prevent damage or deterioration to collections ^①.)

	Sufficient	Need	Urgent Need	Don't Know	Not Applicable
a. Finding aids ^① or cataloging ^① of collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Condition surveys or assessments of collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Staff (paid or unpaid) training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Conservation treatment (include specimen preparation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Preservation of digital collections (digitized and born-digital ^①)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C7. In your collection, what issues currently need attention? (Check all that apply.)

- Damage from handling
- Water damage (e.g. mold stains, discoloration, warping)
- Light (e.g. fading or discoloration)
- Airborne pollutants (e.g. dust, soot)
- Fire
- Improper storage or enclosure (e.g. bent, creased, adhered together)
- Pests
- Vandalism
- Physical or chemical deterioration
- Don't know

C8. Please check all the methods you use to promote awareness of conservation/preservation activities. (Check all that apply.)

- Education (e.g., tours, demonstrations)
- Presentations (e.g., in educational programming, printed/promotional materials)
- Highlighting preservation activities in exhibitions or other programs for the public
- Serving as a source for conservation/preservation information to the public (e.g., responding to queries)
- Using conservation/preservation as part of a strategy for earned income (e.g., selling archival quality ^① materials in shop, providing conservation on a fee-for-service basis)
- Featuring preservation work on Web site
- None of the above

D. Managing the Collections

D1. Estimate how many items you have in your collection. ⓘ (Please estimate a single number for all collections, not a range.)

D2. For collections that aren't counted individually, please estimate the size of your collection ⓘ in linear feet.

D3. Estimate what percentage of your collection is of the following type. (This is an estimate only. It is not necessary to consult collections records ⓘ to get exact figures.)

% of Collection	Collection Type
(Column should total 100%)	
_____ %	Books and Bound Volumes Monographs, serials, newspapers, scrapbooks, albums, pamphlets
_____ %	Unbound Sheets Archival records, manuscripts, maps, oversized items, ephemera, ⓘ broadsides, ⓘ philatelic ⓘ and numismatic artifacts, ⓘ other paper artifacts
_____ %	Photographic Collections Microfilm, ⓘ microfiche, ⓘ photographic prints, negatives, slides, transparencies, daguerrotypes, ⓘ ambrotypes, tintypes, ⓘ glass plate negatives, ⓘ lantern slides
_____ %	Moving Image Collections Motion picture film, video tape, laser disc, CD, DVD, minidisc
_____ %	Recorded Sound Collections Phonographic cylinder, ⓘ phonodisc, ⓘ cassette, open reel tape, DAT, ⓘ CD, DVD, MP3 ⓘ
_____ %	Digital Material Collections (came into collection in digital form) Floppy discs, CD-R, DVD-R, data tape, hard drive, server
_____ %	Art Objects ⓘ Paintings, prints, drawings, sculpture, decorative arts (e.g., fine metalwork, jewelry, timepieces, enamels, ivories, lacquer)
_____ %	Textiles Clothing, flags, rugs, costumes, accessories
_____ %	Objects Made Primarily of Leather, Skin, Grasses, Bark (And other organic material, not including textiles or wood) These are sometimes called ethnographic objects.
_____ %	Historic Objects Furniture, domestic artifacts (including frames, household tools/machines, dolls/toys, musical instruments), ceramics, glass (including stained glass), technological and agricultural artifacts, metalwork (e.g., arms and armor, medals, coins), medical and scientific artifacts, transportation vehicles
_____ %	Archaeological Collections Objects found in or on the ground (e.g. arrowheads, ax heads, material remains, ⓘ pottery)
_____ %	Natural Science Specimens Non-living zoological, ⓘ botanical, ⓘ geological, paleontological, ⓘ paleobotany ⓘ specimens

D4. How many historic buildings (i.e. more than 50 years old) do you care for? _____

D5. Please describe the condition of the historic building(s). (If you have more than one building, please list these on the last page.)

	Excellent	Good	Fair	Poor	Not Applicable
a. Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Exterior walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Interior walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Basement/Cellar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Windows/Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D6. Please estimate what percentage of your collection ⁽ⁱ⁾ is on exhibit at this time.

- 0%
- 1-24%
- 25-49%
- 50-74%
- 75-99%
- 100%
- Don't know

D7. What percentage of your collection is on permanent exhibit (more than 2 years)?

- 0%
- 1-24%
- 25-49%
- 50-74%
- 75-99%
- 100%
- Don't know

D8. Do you have a listing of items in your collection? (e.g. inventory, ⁽ⁱ⁾ logbook of donations, accession ⁽ⁱ⁾ register)

- Yes
- Partial
- No
- Don't know

D9. How are your collections records ⁽ⁱ⁾ kept? (Check one.)

- Paper-based (card catalog, ⁽ⁱ⁾ files, logbook)
- Computerized (e.g. database, spreadsheet, PastPerfectTM ⁽ⁱ⁾)
- Combination of computerized and paper-based
- Don't know
- Not applicable

D10. Estimate what percentage of the collection is accessible through descriptive information (catalog, database, index, research tool or finding aid ⁽ⁱ⁾ that may contain descriptive detail, including physical description, provenance, ⁽ⁱ⁾ history, accession ⁽ⁱ⁾ information, etc.).

- 0%
- 1-24%
- 25-49%
- 50-74%
- 75-99%
- 100%
- Don't know

D11. Estimate how much of your collection has been physically inventoried (by locating and physically examining objects ⁽ⁱ⁾).

- 0%
- 1-24%
- 25-49%
- 50-74%
- 75-99%
- 100%
- Don't know

D12. How long ago was that physical inventory ⁽ⁱ⁾?

- 0-1 years ago
- 2-3 years ago
- 4-5 years ago
- More than 5 years ago
- Ongoing (e.g. automated inventory control, periodic physical spot-checking)
- Don't know
- No inventory

D13. What did your inventory ⁱ accomplish? (Check all that apply.)

- Reconciliation of collection ⁱ items with records ⁱ
- Reconciliation of location
- Found items
- List of missing items
- List of damaged items
- Other _____
- Not applicable

D14. Estimate how much of your collection has **condition reports** ⁱ (a record of condition and damage at a particular time such as when it was donated or during an inventory).

- 0%
- 1-24%
- 25-49%
- 50-74%
- 75-99%
- 100%
- Don't know

D15. Estimate how much of your collection has been photographed or scanned.

- 0%
- 1-24%
- 25-49%
- 50-74%
- 75-99%
- 100%
- Don't know

D16. What kind of descriptive information about your collection is available online? (Check all that apply.)

- None
- General description of scope or type of collection
- Inventory
- Catalog ⁱ
- Finding aids ⁱ
- Images of collection items
- Other _____
- Don't know
- Not applicable (institution doesn't have a Web site)

D17. Estimate what percentage of the collection's **catalog** ⁱ is accessible **online** (whether for institutional use, or made accessible to the public through your institution or a service provider).

- 0%
- 1-24%
- 25-49%
- 50-74%
- 75-99%
- 100%
- Don't know
- Not applicable (institution doesn't have a Web site)

D18. Do you provide **online** access to the **content** of any of your collections or holdings (e.g., online exhibitions, interactive resources, digital art, digitally scanned photographs, documents, books and other artifacts)?

- Yes
- No, but will have access within the next year
- No
- Don't know
- Not applicable (institution doesn't have a Web site)

D19. If you post collection ⁽ⁱ⁾ content online, how are images presented? (Check all that apply.)

- Low resolution
- High resolution
- Watermark ⁽ⁱ⁾ or other embedded ⁽ⁱ⁾ copyright ⁽ⁱ⁾ protection
- Associated metadata ⁽ⁱ⁾
- Copyright line in title or caption (e.g. "Digital Image © 2008 Our Historical Society. All Rights Reserved.").
- Other: _____
- Don't know
- Not applicable (institution doesn't have images online)

E. Respondent Information

To be written by lead person completing or coordinating the survey.

This information will be used only if the Indiana Historical Society needs to clarify a response. The Indiana Historical Society will keep all information you provide confidential.

Only aggregate data will be reported. Your individual responses will never be published or identified by the Indiana Historical Society, the Hoosier Heritage Alliance, the Institute of Museum and Library Services or any other organization cooperating in this project.

E1. Name of lead person completing or coordinating survey (will remain confidential)

E2. Title _____

E3. Phone number _____

E4. Fax number _____

E5. E-mail address _____

E6. May we have permission to include the name of your institution on a published list of survey participants? Your survey responses will not be linked to your name; results will be reported only in aggregate.

- Yes
- No

E7. (Optional) Use the space below to explain your most pressing conservation ⁽ⁱ⁾/preservation ⁽ⁱ⁾ need.

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